

# RENSELAE R CATERING REQUISITION

RUSSELL SAGE DINING HALL  
(518) 276-6209, FAX: (518) 276-2628

Fill in, circle where necessary and mail or fax to the Catering/Booking Office at least 10 WORKING DAYS prior to the event. A separate form is needed for each function/delivery. TYPES OF FUNCTIONS: Breakfast, Brunch, Lunch, Reception, Dinner / Early, Morning, Afternoon and Evening Breaks / Supplies Delivery / Pick Up.

CHARGE TO PERSON			TYPE OF FUNCTION	
ORGANIZATION OR DEPARTMENT			DATE OF FUNCTION	DAY OF WEEK
ADDRESS			SITE OF FUNCTION	SERVING PERIOD
			TYPE OF BAR Cash or Open	TIME OF BAR to
REPRESENTATIVE	PHONE	FAX	<b>FOR DELIVERED ORDERS ONLY</b>	
ADDRESS			Time of Arrival to	Serving Period to
			Pick Up Between to	
RENSELAE R ACCOUNT NUMBER	TAX EXEMPTION NUMBER			

EST GUESTS	WAITSTAFF	Yes	No	#	MENU ITEM	PRICE
	BARTENDER	Yes	No			
DISHES	China	Plastic	ATTENDANT	Yes	No	
SILVER	Silver	Plastic	CHEF	Yes	No	
NAPKINS	Cloth	Paper	SUPERVISOR	Yes	No	
NAPKINS	Color		FLOWERS	RDS	Other	
COVERS	Color		CANDLES	Lob / Tap / Vot		
WK. TABLES	RDS	Other	PODIUM	RSDH	Other	
DIN. TABLES	RDS	Other	MICROPHONE	RSDH	Other	
CHAIRS	RDS	Other	OVERHEAD	RSDH	Other	
<b>OTHER NON-FOOD/BEVERAGE CHARGES:</b>						
WAITSTAFF CHARGE						
BARTENDER CHARGE						
ATTENDANT CHARGE						
CHEF CHARGE						
SPECIAL SET-UP CHARGE						
8.25% NYS SALES TAX						
20% LATE ORDER CHARGE						
DELIVERY CHARGE						

ORDER RECEIVED	ADDITIONAL COMMENTS:
FINAL COUNT REQUIRED BY	
APPROVED	